

AD DOCUMENT CHECKLIST

EMPLOYEE NAME _____

- ☐ AD PERSONAL INFORMATION
 - ☐ I-9 EMPLOYMENT ELIGIBILITY VERIFICATION
 - ☐ W-4 FORM EMPLOYEE WITHHOLDING ALLOWANCE CERTIFICATE
 - ☐ PMS 935-1 INCIDENT BEHAVIOR
 - ☐ OF-345 PHYSICAL FITNESS INQUIRY FOR MOTOR VEHICLE OPERATION
 - ☐ R6-7100-184 APPLICATION FOR AUTHORIZATION TO OPERATE GOVERNMENT VEHICLES AND EQUIPMENT
 - ☐ R6 AD DRIVER OPERATOR AND HIRING OFFICIAL RESPONSIBILITIES Signed
 - ☐ SF-1199a DIRECT DEPOSIT SALARY
 - ☐ FS-6500-231 DIRECT DEPOSIT TRAVEL -VENDOR CODE INFORMATION WORKSHEET
 - ☐ FS-6500-214 FINANCIAL INFORMATION SECURITY REQUEST (COIDC completes)
 - ☐ IQCS EXPERIENCE FORM (COIDC inputs from ROSS assignment history)
 - ☐ DEFENSIVE DRIVING CERTIFICATE IS CURRENT (3 YEARS)
 - ☐ DRIVING RECORD (obtain from DMV)
 - ☐ 5100-31 HSQ Health Screening Questionnaire (for light, moderate and arduous)
 - ☐ Blank casual hire forms (3-4) (signed, no date)
 - ☐ Travel Sheet (give to AD)
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- ☐ 7130/5100 FILLED OUT: AUTHORIZATION TO OPERATE FOREST SERVICE OWNED AND/OR LEASED VEHICLES (fill out and give original to AD)
 - ☐ IQCS/ROSS Transferred
 - ☐ Redcard qualifications checked/card issued
 - ☐ Added to AD Database